The Treasury General Account Deposit Reporting Network of the United States Treasury

TGAnet Agency Viewer
User Manual

TGAnet User Manual

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TGAnet Login

If you have *not* logged into TGAnet:
- Open your internet browser and type:
  https://www.twai.gov/TWAIUPS/user/login.jsp

- Enter your user ID into the User ID text box.

- Enter your temporary password into the Password text box.

- Click [Login] to enter the Treasury Web Application Infrastructure.

- You will be prompted to change your password:
    - Enter your temporary password in the Old Password text box.

    - Enter your new password into the Password and Confirm Password text boxes.

- Answer your secondary authentication questions by clicking the Update My Secondary Authentication Answers hyperlink. If you forget your password, you will be required to answer all secondary authentication questions to reset your password.

If you have logged into TGAnet before:
- Open your internet browser and type https://www.tganet.gov in the address bar.

- Enter your user ID into the User ID text box.

- Enter your password into the Password text box.

- Click [Login] to enter the Treasury General Account Deposit Reporting Network.

Questions? Please call (877)255-9033 or email tganet_tsc@stls.frb.org

TGAnet Home Page

Welcome to the TGAnet Home Page. To begin using TGAnet, select an available category from the menu bar across the top of the page.

By placing the cursor on **Manage Deposits**, a drop down list will appear with three options. To choose one of these options, click the option heading in the drop down list:

> View Deposits - allows you to view current and past deposits for your organization.

> Search Deposits - allows you to specify criteria to search for a deposit.

> Search Adjustments - allows you to specify criteria to search for an adjustment.

By clicking **Manage Users**, you will be directed to the TWAI User Provisioning Page where you may choose one of the following options:

> Reset Password - allows you to reset your own password.

> Secondary Authentication Questions - allows you to answer authentication questions to reset your password.

> Update TWAI Information - allows you to update your TWAI contact information.

By clicking **View Reports**, you will be directed to the View Reports Page where you may select from business reports.

Questions? Please call (877)255-9033 or email tganet_tsc@stls.frb.org

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View Deposits

View Deposits

- To view the **characteristics** of a **deposit**, click on the appropriate **voucher number** hyperlink.

- Click [Return Home] to return to the TGAnet Home Page.

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View Deposit Draft
- Click <<Previous to return to View Deposits.

View Deposit Awaiting Approval
- If you would not like to submit the **deposit** to your **financial institution**, click Reject.
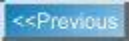
- If you would like to submit the deposit to your financial institution, click Submit.

- Click <<Previous if you would like to return to the View Deposits Page.

NOTE: If you reject a deposit that is awaiting approval, it will be saved in TGAnet as a draft.

View Submitted Deposit Details
- Click Print Deposit Ticket to print a formatted **deposit**.

- Click <<Previous to return to View Deposits.

- Click View Voucher Event Log to view the history of the deposit voucher events.

View Confirmed Deposit Details
- If an **adjustment** has been made to this **deposit** by your **financial institution**, it will appear in the Adjustment Information section. To view the **characteristics** of the adjustment, click on the **voucher number** hyperlink.

- Click <<Previous to return to View Deposits.

- Click View Voucher Event Log to view the history of the deposit voucher events.
- Click Print Deposit Ticket, if appropriate, to re-print a formatted deposit ticket

View Deposit Adjustment
- Click <<Previous to return to View Deposit Detail.

- Click Return Home to return to the TGAnet Home Page.

- Click View Voucher Event Log to view the history of the deposit voucher events

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View Rejected Deposit Details

- Click to return to View Deposits.

- Click to return to the TGAnet Home page.

- Click to view the history of the deposit voucher events

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Search Deposits

Search Deposits

- To search for a deposit by **highest level organization**, select a highest level organization from the Organization drop down list.

- To search for a deposit by **endpoint**, select an endpoint from the Deposit Endpoint drop down list.

- To search for a deposit by **agency location code**, enter an agency location code in the ALC text box.

- To search for a **deposit** by **voucher number**, enter the appropriate voucher number for a deposit in the Voucher # text box.

- To search for a deposit by **voucher date**, enter a range of dates in the Voucher Date From and Voucher Date To text boxes.

- To search for a deposit by deposit date, enter a range of dates in the Deposit Date From and Deposit Date To text boxes.

- To search for a deposit by account key, enter an account key in the FRB Account Key text box.

- To search for a deposit by a **user defined field**, enter the data in the Deposit User Defined Field text box.

- To search for a deposit by **preparer**, enter a deposit preparer in the Prepared By text box.

- To search for a deposit by deposit status, select the appropriate status from the Deposit Status drop down list.

- To search for a deposit by **deposit total**, enter a range of amounts in the Deposit Total From and Deposit Total To text boxes.

- To search for a deposit by agency comments, enter the data in the Agency Use (Box 6) text box.

- To search for a deposit by **CA$HLINK II account number**, enter an account number in the CAN text box.

- To search for a deposit by **routing transit number**, enter a routing transit number in the RTN text box.

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- To search for a deposit by **demand deposit account number**, enter an account number in the DDA text box.

- To search for a deposit by CCWU number, enter a CCWU number in the FRB CCWU text box.

- To search for a deposit by a **user defined field**, enter the data in the Accounting Subtotal User Defined Field text box.

- Click Search to display the deposits that match your search criteria.

- Click Download to download your search results.

- To view the **characteristics** of a deposit, click on the appropriate voucher number hyperlink.

- Click Return Home to return to the TGAnet Home Page.

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Search Adjustments

Search Adjustments

- To search for an adjustment by **organization**, select an organization from the Organization drop down list.

- To search for an adjustment by **endpoint**, select an endpoint from the Deposit Endpoint drop down list.

- To search for an adjustment by **agency location code**, enter an agency location code in the ALC text box.

- To search for an adjustment by **voucher number**, enter the appropriate voucher number for a deposit in the Voucher # text box.

- To search for an adjustment by original date of deposit, enter a range of dates in the Original Date of Deposit From and Original Date of Deposit To Deposit text boxes.

- To search for an adjustment by **voucher date**, enter a range of dates in the Voucher Date From and Voucher Date To text boxes.

- To search for an adjustment by date of deposit, enter a range of dates in the Date of Deposit From and Date of Deposit To text boxes.

- To search for an adjustment by account key, enter an account key in the FRB Account Key text box.

- To search for an adjustment by creator, enter the name of the creator in the Prepared By text box.

- To search for an adjustment by adjustment category, select the appropriate category from the Adjustment Category drop down list.

- To search for an adjustment by adjustment type, select the appropriate type from the Adjustment Type drop down list.

- To search for an adjustment by reason, select the appropriate reason from the Reason Code drop down list.

- To search for an adjustment by amount, enter a range of amounts in the Adjustment Amount From and Adjustment Amount To text boxes.

- To search for an adjustment by **CA$HLINK II account number**, enter an account number in the CAN text box.

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- To search for an adjustment by **routing transit number**, enter a routing transit number in the RTN text box.

- To search for an adjustment by **demand deposit account number**, enter an account number in the DDA text box.

- To search for an adjustment by CCWU number, enter a CCWU number in the FRB CCWU text box.

- Click Search to display the deposits that match your search criteria.

- Click Download to download your search results.

- To view the **characteristics** of an adjustment, click on the appropriate voucher number hyperlink.

- Click Return Home to return to the TGAnet Home Page.

Search Adjustments

Enter search criteria for the adjustment(s) you would like to view

Organization:	Select
Deposit Endpoint:	Select...

ALC:		Adjustment Category:	Select...
Voucher #:		Adjustment Type:	Select
Prepared by:		Adjustment Reason:	Select...

Voucher Date

		Adjustment Amount	
From:		From: $	
To:		To: $	

Deposit Date

		Original Deposit Date:	
From:		From:	
To:		To:	

RTN:	
DDA:	
CAN:	

Cancel   Clear   Search

Click the voucher number of the adjustments you would like to view additional details

Download Search Results? Download

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View Reports

Welcome to the View Reports Page. Select an available report from the list.

Business Reports

 Adjustments by Agency Endpoint - allows you to view adjustments by **ALC**.

 Deposits by Accounting Code - allows you to view deposits by **accounting code**.

 Deposits by Agency Endpoint - allows you to view deposits by **organization endpoint**.

 Deposit History by Status - allows you to view **deposits** by status.

 Non-Reporting Agency Endpoints - allows you to view endpoints that have not reported a deposit.

Administration Reports

 View Vouchers Completed - allows you to view completed vouchers.

 View Vouchers in Progress - allows you to view vouchers in progress.

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Adjustments by Agency Endpoint

- Using the Adjustment Type drop down list, select the type of adjustment that you would like to view.

- Using the Deposit **Endpoint** drop down list, select the endpoint that you would like to view.

- Using the **ALC** drop down list, select the agency location code that you would like to view.

- Enter the range of dates that you would like to search adjustments in the Adjustment Date From and Adjustment Date To text boxes.

- Enter the range of amounts that you would like to search adjustments in the Adjustment Total From and Adjustment Total To text boxes.

- Click [Submit] to view the report or click [Cancel] to return to the TGAnet Home Page.

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Deposits by Accounting Code

- Using the **Organization** drop down list, select the highest level organization that you would like to view.

- Using the Deposit **Endpoint** drop down list, select the endpoint that you would like to view deposits.

- Using the **ALC** drop down list, select the agency location code that you would like to view deposits.

- Using the **Accounting Code** drop down list, select the accounting codes that you would like to view.

- Enter the range of dates that you would like to search deposits in the **Voucher Date** From and Voucher Date To text boxes.

- Enter the range of amounts that you would like to search deposits in the **Deposit Total** From and Deposit Total To text boxes.

- Click [Submit] to view the report or click [Cancel] to return to the TGAnet Home Page.

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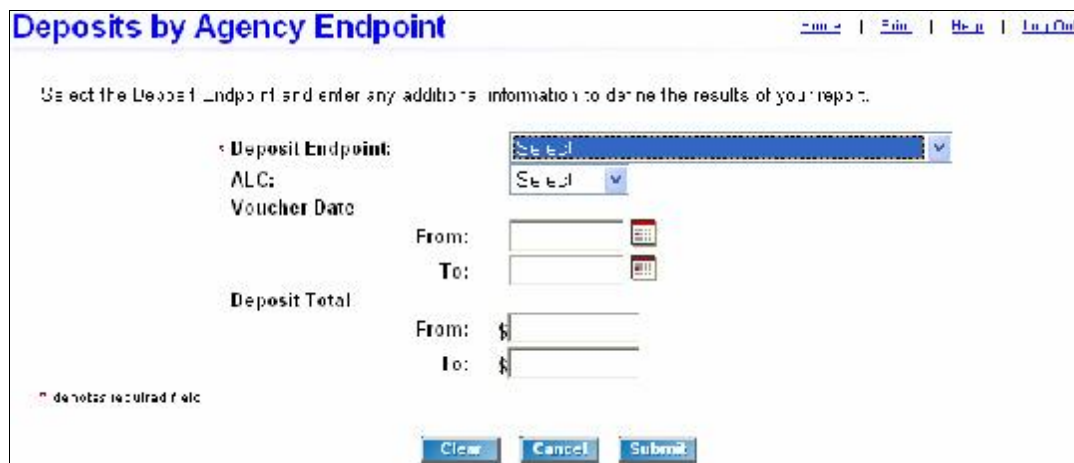
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Deposit by Agency Endpoint

- Using the Deposit **Endpoint** drop down list, select the endpoint that you would like to view deposits.

- Using the **ALC** drop down list, select the agency location code that you would like to view deposits.

- Enter the range of dates that you would like to search deposits in the **Voucher Date** From and Voucher Date To text boxes.

- Enter the range of amounts that you would like to search deposits in the **Deposit Total** From and Deposit Total To text boxes.

- Click **Submit** to view the report or click **Cancel** to return to the TGAnet Home Page.

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Deposit History by Status

- Using the Deposit **Endpoint** drop down list, select the endpoint that you would like to view deposits.

- Using the **ALC** drop down list, select the agency location code that you would like to view deposits.

- Using the Status drop down list, select the deposit status that you would like to view.

- Enter the range of dates that you would like to search deposits in the Status Date From and Status Date To text boxes.

- Enter the range of amounts that you would like to search deposits in the **Deposit Total** From and Deposit Total To text boxes.

- Click Submit to view the report or click Cancel to return to the TGAnet Home Page.

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Non-Reporting Agency Endpoints

- Using the **Organization** drop down list, select the endpoint that you would like to view **deposits**.

- Enter the range of dates that you would like to search deposits in the Date of Deposit From and Date of Deposit To text boxes.

- Click [Submit] to view the report or click [Cancel] to return to the TGAnet Home Page.

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View Vouchers Complete

- Click the **Voucher Number** hyperlink to view the details of the Voucher Event Log.

- Click [Cancel] to return to the View Reports page.

View Vouchers in Progress

- Click the **Voucher Number** hyperlink to view the details of the Voucher Event Log.

- If the message "ALERTS EXIST" appears on the View Vouchers in Progress page, a voucher in progress has been delayed. The alert details will appear in the Alert column next to the appropriate voucher.

- Click [Cancel] to return to the View Reports page.

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View Voucher Event Log

- Click the **Voucher Number** hyperlink to view the details of the deposit or adjustment.

- Click the Voucher Event State hyperlink to view the Voucher Event Details.

- Click Cancel to return to the View Reports page.

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View Voucher Event Details

- Click the **Voucher Number** hyperlink to view the details of the deposit or adjustment.

- Click [Cancel] to return to the View Reports page.

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Glossary

A

Access Group: Location or level within a Federal Program Agency to which user access is granted.

Account Key: The account number assigned to a deposit when it is submitted to FRB CA$HLINK.

Accounting Code: The agency-defined code that identifies how a transaction is processed in an agency's internal accounting system.

Accounting Code Description: A brief explanation that provides further detail about an accounting code.

Accounting Code Name: The agency-defined code that identifies how a transaction is processed in an agency's internal accounting system.

Activate: To grant a TWAI user access to the TGAnet application.

Active: A TGAnet user status that indicates a TGAnet user is permitted to perform TGAnet functions.

Activity Type: The selection that indicates if a user defined field is for deposit activity information or deposit accounting activity information.

Adjustment Defaults: The TAS or agency accounting code that will be assigned to adjustments processed by TGAnet.

Agency Contact: A person at an agency that a financial institution may contact if additional information is needed for the deposit.

Agency Information: The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

Agency Location Code (ALC): The unique numeric symbol assigned by FMS for Treasury reporting purposes.

Alternate Agency Contact: A person at an agency that a financial institution may contact if the primary contact at the agency cannot be reached.

Assign Organizations: This function allows you to assign TWAI organizations to a TGAnet user in a two-step process.

Assign Permissions: This function allows you to assign permissions to a TGAnet user in a two-step process.

Assigned TWAI Organizations: Those organizations that are assigned to a user that permit the user to assign permissions to another user in that assigned organization.

C

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CA$HLINK II Account Number (CAN): The account number assigned to a deposit when it is submitted to CA$HLINK II.

CA$HLINK II Account Number Status: The status that indicates that a CAN is open or closed.

Characteristics: Properties of a user, organization, deposit, or financial institution.

Custom Label: User-defined text that describes a level in the organization hierarchy, an internal control number or an accounting code.

Custom Label, Default: Text defined by TGAnet that describes a level in the organization hierarchy, the internal control number, or agency accounting code.

D

Data Type: The type of data that should be entered for a user defined field.

Date of Deposit: The date that a deposit is being adjusted, confirmed, or rejected.

Deactivate: To restrict a TWAI user from accessing the TGAnet application.

Delete Permissions: This function allows you to remove roles and access groups from a TGAnet user in a two-step process.

Deleted: A TGAnet user status that indicates a TGAnet user no longer has access to the TGAnet application.

Demand Deposit Account (DDA): The account at a financial institution where an organization deposits collections.

Deposit: A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

Deposit Adjustment: A debit or credit adjustment submitted by a financial institution that is directly associated with a deposit.

Deposit Adjustment Information: The attributes that define a deposit adjustment: CA$HLINK Account Number, Adjustment Type, Adjustment Amount, Adjustment Reason, and Adjustment Comments.

Deposit Approver: User who has authorization to review and submit deposits to a financial institution.

Deposit History: The number of days for which deposit information will be shown on the View Deposit page.

Deposit Information: The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total, check/money order subtotal, currency subtotal, and subtotals by accounting code.

Deposit Preparer: User that has authorization to prepare and submit deposits to a deposit approver.

Deposit Total: The total amount of over-the-counter receipts included in the deposit.

Display Order Number: The order in which user defined fields should be displayed.

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District Number: The District Number is the number assigned to a Federal Reserve Bank district.

F

Financial Institution: An institution that accepts TGA deposits.

Financial Institution Information: The name, address, routing transit number, and the demand deposit account number of a financial institution.

Fiscal Year: A 12-month period for which an organization plans the use of its funds.

H

Hierarchy Level: The level that an organization endpoint is assigned to in the hierarchy.

Highest Level Label: User-defined text that describes the highest level in the organization hierarchy.

Highest Level Organization: The primary level of the organization hierarchy.

I

Inactive: A TGAnet user status that indicates a TGAnet user is not permitted to perform TGAnet functions.

Input Length Maximum: The maximum number of characters that may be entered in a user defined field.

Input Length Minimum: The minimum number of characters that may be entered in a user defined field.

Institution Type: Indicates that a financial institution is a commercial financial institution or Federal Reserve Bank.

Internal Control Number: A customizable field for agency use to further describe a deposit.

L

Level 1: The highest level in the access group hierarchy to which a user has access. Additional levels within the hierarchy are labeled in sequential order beneath Level 1 (i.e., Level 2, Level 3, etc.).

Location, Financial Institution: The city and state where a financial institution is located.

Lower Level Organization: Any organization created below the highest level organization.

M

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Modify User Status: This function allows you to modify a TGAnet user's status in a two-step process.

N

Name, Financial Institution: A word or phrase identifying a financial institution.

Name, Organization: A word or phrase identifying a location or level of a Federal Program Agency.

Name, User: The first and last name of a TGAnet user as specified in the TWAI registration process.

Name, User Defined Field: A word or phrase identifying a user defined field.

O

Office Number: The Office Number is the number assigned to an office in a Federal Reserve Bank district.

Organization: Location or level within a Federal Program Agency.

Organization Endpoint: An organization that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

Organization Hierarchy: The structure of a Federal Program Agency as defined in TGAnet.

OTC Collections: Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

P

Permissions: The combination of a TGAnet role and the access group to which the role applies.

Permissions, Deleted: Those permissions removed from a TGAnet user.

Permissions, Remaining: Those permissions that have not been deleted.

Processing Options: User-defined parameters for the deposit and adjustment processes.

R

Returned Item: A check that was originally part of a TGAnet deposit but returned to the financial institution for non-sufficient funds, closed account, etc.

Routing Transit Number (RTN): The nine-digit number used to identify a financial institution.

Routing Transit Number, Deleted: A routing transit number that has no deposits associated with it and can no longer be used when creating deposits.

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Routing Transit Number, Retired: A routing transit number that can no longer be used when creating deposits.

S

Save as Draft: Option that allows a user to save a deposit to modify at a later date.

Save for Approval: Option that allows a deposit preparer to save a deposit for a deposit approver to submit to a financial institution.

Short Name/Code: User-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

T

TGAnet: The acronym for Treasury General Account Deposit Report Network. The application that automates the over-the-counter deposit process.

TGAnet Status: Status of a user within the TGAnet application (i.e., Active, Inactive, Deleted).

Treasury Account Symbol (TAS): A representation of a category or source of collections.

TWAI: The acronym for Treasury Web Application Infrastructure.

TWAI Organization: The entity a user is employed by as specified in the TWAI registration process.

U

Un-assign Organizations: This function allows you to remove assigned organizations from a TGAnet user in a two-step process.

Un-assigned Organizations: Those organizations that are removed from a TGAnet user.

User Defined Field: User-defined text that describes deposit activity or deposit accounting activity.

User ID: Identification assigned to a user during the TWAI registration process. All User IDs are unique within TWAI.

V

Voucher Date: The financial institution business date a deposit will be presented or the calendar date the deposit will be mailed to the financial institution.

Voucher Number: The number assigned to a deposit by TGAnet.

Voucher State: The state of a deposit being sent to or received from a financial institution.

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